

**PENTAGON RENOVATION PROGRAM (PENREN)  
ADMINISTRATIVE LEAVE FOR BLOOD DONORS  
PMP No. 00-07a**

**26 JAN 2001**

**OPR: ADMINISTRATIVE MANAGEMENT SUPPORT GROUP**

1.0 References. Department of Defense 1400.25M, Subchapter 630, subject: Leave, dated December 1996; FPM Supplement 990-2; CPM Supplement 990-2; and the Office of the Secretary of Defense, Washington Headquarters Services' Administrative Instruction No. 67, subject: Leave Administration, dated October 29, 1990.

2.0 Purpose. This policy provides guidance and direction for the administrative management and leave policy for the bimonthly PENREN-sponsored American Red Cross (ARC) Blood Drives.

3.0 Applicability. This policy applies to all Federal government personnel assigned to PENREN.

4.0 Policy. Federal government employees, who donate blood will be granted excused administrative leave, without charge to the employee's leave balances, for up to four hours to be taken any time, the same day of the blood drive, and after donating blood. This does not include employees whose blood donations involve a recurring medically related absence. Advanced approval for up to four hours of administrative leave for blood donation(s) is required and rests with the employee's immediate supervisor. Our partnering contractors directly supporting PENREN are encouraged to offer similar incentives to their on-site employees.

This policy is effective immediately. It will remain in effect until modified or rescinded.

  
Walker Lee Evey  
Program Manager